



# COUNTY OF MONO

## J O B   A N N O U N C E M E N T

**FILING DEADLINE:**

Final Filing Date: Continuous

***On Call List******Temporary, Part-time******County Offices*****Bridgeport / Mammoth Lakes, CA****SALARY**

Salary: \$10 per hour

The County of Mono is accepting applications for a temporary/part-time unbenefited staff support in the County departments not to exceed 1,000 hours per year. Qualified applicants selected for this position will be placed on a six months eligibility list from which future vacancies may be filled.

This position requires the use of computers, phone, and general office machines and knowledge of various reference sources of information.

**Example of Duties:**

The duties for this position include, but are not limited to:

- Performs general reception and office duties.
- Assists in various department programs.
- Under supervision, assists the public and other personnel by performing a variety of services.
- Maintains office files, accounting records.
- Compiles information for records and reports; compiles data and retrieves information.
- Composes correspondence, types and/or uses word processing to prepare reports, documents, letters, forms and other items.

**Desirable Qualifications:**Knowledge of:

- Basic knowledge of modern office methods, practices, and procedures.
- Proper English usage, spelling, grammar, and punctuation.
- Basic mathematics.

Ability to:

- Learn and perform a variety of fiscal and technical services for the assigned department.
- Learn to interpret and apply the policies and procedures of the Department and work unit where assigned.
- Follow oral and written directions.
- Tactfully and courteously provide a variety of public assistance.
- Maintain confidentiality.
- Establish and maintain cooperative working relationships.

**Minimum Qualifications:** Experience with office or administrative support work. Experience with public and phone contact.

**Desirable Qualifications:** Knowledge of: Good public relations techniques; computerized information systems, and modern office methods and correct English and grammar usage. Ability to: perform a variety of office support, secretarial and administrative work.

**Selection Process:** The selection process may include any of the following: application, a written test that includes math, and an oral interview (weighted 100%).

**Application Process:** For an application, contact the County Administrative Office at (760) 932-5412 or print from the website listed below. All completed County applications received in our office will be considered. Applications will be accepted by fax or email provided the application with the original signature is mailed to the address below.

**COUNTY OF MONO****COUNTY ADMINISTRATIVE OFFICE****P.O. Box 696 ~ Bridgeport, California 93517****(760) 932-5412~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov)****EOE**

